

PERSONNEL**Service Personnel: Bus Drivers****A. Employment**

1. In accordance with state law, all school bus drivers must have a valid commercial driver license certification as of April 1, 1992.
2. In accordance with the state law, all school bus drivers must pass a physical examination and submit to and pass an alcohol/controlled substance testing as of January 1, 1995, prior to assignment as a driver. The school board shall provide each regular driver and substitute a free physical examination and alcohol/controlled substance testing. The physical examination will be conducted by physicians chosen by the school board, and the alcohol/controlled substance testing will be done by a certified laboratory and medical review officer selected by the school board.

To ensure that the physician has complete information to conduct a thorough physical to determine fitness to drive as provided by state regulations, any bus driver who has missed more than five (5) consecutive days from work due to personal illness(es) during the immediately preceding school year must produce copies of all medical records pertaining to said personal illness(es) to the physician conducting the physical examination and execute a medical information release form allowing the physician conducting the physical examination permission to speak, if necessary, to the physician providing the medical records about the bus driver's illness(es) which precipitated the absence from work in excess of five (5) consecutive days. In addition, those bus drivers who have a physician's note substantiating the need for special equipment or special accommodation(s) in effect as of the end of the regular school year shall produce medical records concerning the condition warranting the need for said special equipment or special accommodation(s) to the physician conducting the physical. In addition, the school bus driver shall execute a medical information release form allowing the physician conducting the physical to speak, if necessary, to the physician providing the medical records about the school bus driver's medical condition as it relates to his/her

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ability to perform the functions of the job. All medical records as prescribed by this regulation must be presented to the physician conducting the physical examination either before or at the time of the examination. If it is later discovered that a bus driver violated this regulation by failing to disclose and provide medical information to the physician conducting the physical examination, disciplinary action, including termination, may result.

All physical examinations shall be completed by a date established by the Department of Transportation which shall precede issuance of a service agreement for the following school year. A satisfactory physical examination report shall be a condition precedent to receipt of a service agreement. Individuals who do not satisfactorily pass the physical examination by the date established by the Department of Transportation shall receive written notice advising of non-renewal of their service agreement. A written notice of non-renewal shall result in a forfeiture of all employee benefits, including but not limited to health insurance subject to applicable federal and state laws and regulations, as delineated in the exit packet.

Individuals who fail to satisfactorily pass the physical examination by the date established by the Department of Transportation but who believe they will be able to subsequently pass said physical by October 15th shall be afforded the right to submit a written certification from a qualified physician advising of their probability of meeting the physical requirements by October 15th. Mere submission of such a letter shall not

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negate written notice of non-renewal. If a second notice from the qualified physician is received prior to October 15th which states that the individual has satisfactorily passed the physical examination, then said individual shall be offered a position equivalent to that held at the end of the immediately preceding school year. Acceptance of the offer shall result in the award of a service agreement which shall entitle the individual to employee benefits, including but not limited to health insurance.

3. All regular bus drivers must complete a defensive driving class within three months of employment date. Substitute bus drivers who average one day per week employment shall also complete same.
4. All regular bus drivers and substitutes must have current first aid certification.
5. All bus drivers involved in a school bus accident, at-fault and/or negligent, will be required to attend a minimum of six (6) hours retraining.
6. No bus driver may be employed in another capacity later than 11:00 pm prior to driving his/her morning routes on the following day.

Editor's Note

See also school board policy #5-53.2

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| Approved by Division Superintendent: | September 30, 1982 |
| Revised by Division Superintendent: | June 9, 1992 |
| Revised by Division Superintendent: | December 13, 1994 |
| Revised by Division Superintendent: | June 24, 2002 |
| Revised by Division Superintendent: | September 23, 2003 |

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| Board Review: September 23, 2003 |
| Staff Review: July 7, 2006 |
| Responsible Department: Transportation |